

## **MONTMORENCY COUNTY TECHNOLOGY REQUEST**

The Court provides technology for use by counsel and pro se litigants. Among other features, this equipment permits the viewing of evidence via the flat screen television located behind the witness stand, flat screen television between the book cases and video conferencing via Polycom. **Training is required by the Court** prior to the use of this connection and all requests for training should be submitted at least one week before the scheduled court proceeding.

### **REQUESTER INFORMATION**

Requester name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Court Room: \_\_\_\_\_

IP #: \_\_\_\_\_

Contact Person name and  
number during Video  
Conferencing: \_\_\_\_\_

**Indicate the technology to be requested and equipment you will be providing:**

#### **Evidence Presentation and Video Conferencing**

- Flat screen television (Laptop connection)
- Flat screen television (Polycom camera connection)
- Laptop Connection

#### **Additional Equipment**

- Projection Screen
- Dry Erase Board
- HDMI Cord
- Court Room A – Audio Enhancement for Hearing Impaired
- Other: \_\_\_\_\_

#### **My Personal Equipment**

- Laptop(s)
- VCR
- DVD Player
- Connecting Cables

Other: \_\_\_\_\_

Other: \_\_\_\_\_

#### **Terms for use of technology:**

Court approval is required at least 48 hours prior to proceedings for video conferencing request.

Practice sessions and testing of this equipment must occur prior to the day of a scheduled court appearance, as the courtroom and court staff will be unavailable for that purpose the day of the proceeding.

Equipment Testing Date: \_\_\_\_\_ Time: \_\_\_\_\_

The Court is not responsible for technical difficulties or equipment defects during the proceedings.  
\_\_\_\_ Initial \_\_\_\_\_ Date

Requestor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Scheduler: \_\_\_\_\_ Phone Number: \_\_\_\_\_ ext: \_\_\_\_\_  
Print name

Scheduler email: \_\_\_\_\_ Scheduler fax #: \_\_\_\_\_